



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

PAGE

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1. Application Date 23 October 1972	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE		
2. Agency Application No. IT-2-Ad-A		Date Received NOV 7 1972	Application No. 304	Date Completed NOV 9 1972
3. AGENCY, Division, Subdivision & Administering Office Address Ga. Dept. of Industry and Trade Administrative Division- Art Unit 6th Floor Trinity-Washington Building Atlanta, Georgia, 30334		4. Person to Contact Wilma Burns		
		5. Working Title Artist	6. Tel. No. 656-3565	

7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED

8. Earliest & Latest
Dates of Series
7-1-70 To Date

9. Exact Series Title
Camera Ready Art and Drawings File

10. What is the function of the office in which this record series is created?
The Art Unit prepares all artwork necessary to promote the Department of Industry and Trade; receives requests from I&T divisions for printing services, designs and prepares layouts for brochures, forms, book covers and pamphlets needed to fill the requests, and obtains printing services from the Dept. of Administrative Services.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to requests for printing services to promote tourism.

Includes camera-ready art for letterheads, memo pads, business reply and request cards, brochures, programs, book covers and posters used to promote tourism.

The files are arranged alphabetically by Industry & Trade Divisions. (Alphabetical listings include materials pertaining to requests originating with those divisions.)

EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers					
Legal-size File Drawers	4	6	Floor Space Occupied (Square Feet)	In Office(s) 7 sq ft.	In Storage Area(s)
				This Year's	Last Year's
			AVERAGE DAILY REFERENCES	10	10
				6	5

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ [] ☐ []
14. Is there a duplication of this series in another office or agency? ☐ [] ☒ []
15. Is the information contained in this series ever summarized or published?
Attach copy of summary or publication. ☒ [] ☐ []
16. Does the series contain classified information requiring security handling? ☐ [] ☒ []
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ [] ☒ []
18. Could the function be performed if the files were lost or destroyed? ☒ [] ☐ []
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ [] ☒ []
20. Does the record series provide data as input to an EDP file? ☐ [] ☒ []
21. Does the record series contain documentation produced as EDP printout? ☐ [] ☒ []
22. Has the Federal Government issued instructions governing the retention/disposition of these files? ☐ [] ☒ []
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ [] ☒ []

24. REQUIREMENTS. The following requires the files to be kept 2 years:

- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

Many of our publications go into reprint, when the plates are destroyed, the original artwork is used again.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - ☒ CALENDAR YEAR - ☐ FISCAL YEAR - ☐ OTHER _____, then:

- ☒ Hold in the current files area _____ month(s)/ 2 year(s):
☐ Transfer to ☐ State Records Center ☐ Local Holding Area; hold _____ year(s):
☒ Destroy.
☐ Transfer to State Archives for permanent retention.
☐ Destroy immediately after cut-off.
☐ Other: (Specify)

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>James M. Whitt</i>	<i>10/26/72</i>		
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>James M. Whitt</i>	<i>10/26/72</i>
	State Auditor/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>William M. Dixon</i>	<i>11-7-72</i>
	Secretary of State/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Carroll Hart</i>	<i>11-6-72</i>
	Attorney General/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Robert Shell</i>	<i>11-8-72</i>

STATE RECORDS
COMMITTEE